



SEXUAL HARRASSMENT & SEXUAL MISCONDUCT POLICY

Approved by Corporation Board, April 2024

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1. Purpose

Calderdale College and University Centre Calderdale College (UCCC) is committed to providing an environment where everyone can work, study, and interact without fear of sexual harassment or misconduct. This policy outlines the College's commitment to preventing, addressing, and resolving incidents, and provides a clear framework for support and action.

2. Scope

This policy outlines the College's approach to preventing, identifying, addressing, and resolving instances of **sexual harassment** and **sexual misconduct**, in line with the **Office for Students (OfS)** and **Keeping Children safe in Education** guidelines and current UK legislation. This policy applies to all individuals at Calderdale College and UCCC, including students, staff, visitors, and contractors, and covers all environments where the College community interacts, including campus, online spaces, and College events.

3. Definitions

3.1 Sexual Harassment

Sexual harassment is any unwanted, inappropriate, or unwelcome behavior of a sexual nature that causes an individual to feel intimidated, humiliated, or offended. It can occur in various forms, such as verbal, non-verbal, physical, or online.

Examples of sexual harassment include:

- Making sexually suggestive or inappropriate comments or jokes.
- Sending unsolicited sexually explicit messages, images, or materials.
- Leering or making sexually suggestive gestures.
- Making unwanted physical contact or sexual advances.
- Engaging in unwanted or inappropriate touching, groping, or kissing.
- Repeatedly asking for dates or sexual favors after being told no.

3.2 Sexual Misconduct

Sexual misconduct is a broader category that includes **sexual harassment**, but also covers a range of inappropriate or harmful behaviors that are sexual in nature and violate an individual's dignity, rights, or safety. It includes any behavior that is non-consensual or occurs without the informed consent of the affected individual.

Sexual misconduct includes:

- **Sexual Assault:** Any unwanted sexual act, including forced sexual activity or attempts to coerce someone into a sexual act.
- **Sexual Coercion:** Pressuring, manipulating, or threatening someone to engage in sexual activity against their will, or under false pretenses (e.g., offering academic or career rewards in exchange for sexual favors).
- **Sexual Exploitation:** Taking advantage of someone sexually in a way that violates their trust or privacy, including sharing explicit images or videos without consent.
- **Indecent Exposure:** Exposing one's genitals or sexual organs to others without consent, often in public or in a situation where the individual has not consented to witnessing the exposure.

- **Stalking or Online Harassment:** Repeatedly pursuing or engaging in unwanted contact with an individual, either in person or through digital platforms, that causes distress or fear.

3.3 Consent

Consent is a clear, mutual, and voluntary agreement between individuals to engage in a specific sexual activity. It cannot be obtained through manipulation, coercion, force, or by taking advantage of someone's incapacity (e.g., intoxication, unconsciousness, or age). Consent must be given freely, enthusiastically, and can be withdrawn at any time.

4. Legal Framework

This policy adheres to the following legal frameworks:

- **Equality Act 2010:** Provides protection against discrimination and harassment based on sex, including sexual harassment, in education.
- **Sexual Offences Act 2003:** Defines and criminalizes various forms of sexual offenses, including sexual assault and sexual coercion.
- **Protection from Harassment Act 1997:** Provides legal recourse for victims of harassment, including sexual harassment and stalking.
- **Keeping Children Safe in Education 2024**
- **Office for Students (OfS) Guidelines:** UCCC adheres to the OfS expectations for addressing sexual harassment and misconduct in higher education settings.

5. Responsibilities of the College

Calderdale College and UCCC is committed to addressing and preventing sexual harassment and sexual misconduct. The College will:

- **Promote a Safe Environment:** Ensure that students, staff, and visitors are aware of the College's expectations regarding behavior, consent, and respect.
- **Provide Clear Reporting Mechanisms:** Offer accessible, confidential, and effective channels for reporting incidents of sexual harassment or misconduct.
- **Support Individuals Affected:** Provide support services for individuals who have experienced sexual harassment or misconduct, including counseling, academic accommodations, and advice.
- **Take Action:** Investigate all reports of sexual harassment and misconduct fairly and promptly, and take appropriate action, including disciplinary measures, where necessary.
- **Provide Education and Training:** Offer regular training to staff and students on issues related to sexual harassment, sexual misconduct, and consent, and implement preventative programs to raise awareness.

6. Reporting Sexual Harassment and Sexual Misconduct

The College encourages anyone who has experienced or witnessed sexual harassment or sexual misconduct to report it as soon as possible. Reports will be taken seriously and treated with respect.

How to Report:

- **Online Reporting:** Use the College's online reporting platform to submit a confidential report via the MyDay app.
- **Email:** Reports can be sent via email to [Safeguarding@calderdale.ac.uk].
- **In-Person:** Speak with a member of staff, such as a Enhance Coach, tutor or any member of the Student Services team.
- **Anonymous Reporting:** Reports can be submitted anonymously through the College's online platform. While anonymous reports may limit the ability to fully investigate, they will still be reviewed, and appropriate steps will be taken.

Reports should include as much detail as possible, including:

- The nature of the incident(s)
- The date, time, and location of the incident(s)
- Any witnesses to the incident(s)
- Any evidence, such as text messages, emails, images, or recordings
- The impact the incident(s) had on the individual(s) involved

7. Investigation and Action

Upon receiving a report, the college will:

1. **Acknowledge the Report:** The complainant will receive an acknowledgment within 48 hours, confirming that the report is being reviewed.
2. **Initial Risk Assessment:** A risk assessment will be conducted to determine whether interim measures (e.g., changes to timetables, no-contact orders) are necessary to protect the complainant and ensure their safety.
3. **Formal Investigation:** A thorough and impartial investigation will be conducted. This will involve interviewing the complainant, the alleged perpetrator, and any witnesses, and reviewing any relevant evidence.
4. **Outcomes of Investigation:** Depending on the outcome of the investigation, the following actions may be taken:
 - a. **Informal Resolution:** In some cases, where both parties agree, mediation or an informal resolution may be offered. This is typically only suitable for minor incidents and with the consent of the complainant.
 - b. **Formal Disciplinary Action:** If the harassment or misconduct is substantiated, disciplinary action may be taken, including:
 - i. **For Students:** Warnings, suspension, or expulsion.
 - ii. **For Staff:** Disciplinary action, including warnings or dismissal.
 - iii. **For Criminal Behavior:** If the incident involves criminal conduct (e.g., sexual assault), the College will involve the police and cooperate fully with law enforcement.

8. Support for Victims of Sexual Harassment and Sexual Misconduct

Calderdale College and UCCC is committed to providing comprehensive support for those who have been affected by sexual harassment or misconduct. Support services include:

- **Counseling Services:** Free, confidential counseling is available for students and staff affected by sexual harassment or misconduct.

- **Student Services:** Students can access guidance from student services, who can assist with reporting, provide emotional support, and help arrange academic accommodations. This includes a Chaplaincy service for staff and students.
- **Academic Adjustments:** The College may offer academic accommodations, such as changes to timetables or deadlines, to help students affected by harassment or misconduct continue their studies with minimal disruption. Further information is provided in the Extenuating Circumstances policy.
- **External Support Services:** The College will refer individuals to specialist external support organizations when needed and appropriate (this may differ depending on age), including Social Care, Rape Crisis, Survivors UK, and Victim Support.

9. External Support Services

In addition to internal support, individuals who have experienced sexual harassment or misconduct can access a range of external organizations that provide advice, support, and advocacy.

Local Support Services (Calderdale):

- **Calderdale Women's Centre**
Offers support for women affected by sexual violence and harassment.
Website: www.calderdalewomenscentre.org.uk
Contact: 01422 386500
- **The Basement Project**
Provides support for young people experiencing sexual violence and harassment.
Website: www.thebasementproject.org.uk
Contact: 01422 357257

National Support Services:

- **Rape Crisis England & Wales**
Provides a national helpline for women and girls affected by sexual violence.
Helpline: 0808 802 9999
Website: www.rapecrisis.org.uk
- **Survivors UK**
Supports men who have experienced sexual violence, including a helpline and online support.
Helpline: 020 3598 3898
Website: www.survivorsuk.org
- **Victim Support**
Offers emotional and practical support to victims of crime, including sexual harassment and assault.
Helpline: 0808 168 9111
Website: www.victimsupport.org.uk

10. Prevention and Awareness

Preventing sexual harassment and sexual misconduct is a priority for Calderdale College and UCCC. The College will:

- **Provide Regular Training:** Mandatory training for all staff and students on sexual harassment, sexual misconduct, consent, and bystander intervention.

- **Campaigns and Awareness:** Organize awareness campaigns and events to educate the College community about these issues and encourage respectful behavior.
- **Workshops and Resources:** Offer workshops on consent, healthy relationships, and the effects of sexual harassment and misconduct.
- **Clear Communication:** Ensure that the College's policies, reporting channels, and available support services are easily accessible and clearly communicated.

11. Consequences of Sexual Harassment and Sexual Misconduct

Sexual harassment and sexual misconduct are serious violations of UCCC's Code of Conduct. Possible consequences for individuals found to have engaged in such behavior include:

- **For Students:** Disciplinary actions including warnings, suspension, or expulsion, depending on the severity and recurrence of the behaviour (see Positive Behaviour Policy).
- **For Staff:** Disciplinary actions, up to and including dismissal.
- **Referral to Law Enforcement:** If the behavior constitutes a criminal offense (such as sexual assault), the College may report the incident to the police.

12. Policy Review & Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with legal and best practices. This review will include:

- **Annual Reports:** The College will publish anonymized reports summarizing the number of sexual harassment and misconduct cases reported, outcomes, and actions taken.
- **Feedback and Improvements:** The College will gather feedback from students, staff, and other stakeholders to improve the policy and procedures.
- **Policy Updates:** This policy will be reviewed and updated annually to ensure it remains effective and relevant.

Amendments will be approved by the Calderdale College Executive Team and formally approved by the Corporation Board.

Review Date	Reviewed by:	Policy Changes	Approved by:	Next Review Date:	Review Period
March 2025	Head of Student Experience & Wellbeing	New Policy	Corporation Board	March 2026	1 year

9. Equality impact assessment

First Assessment Conducted by:	Date:	Final/Approved Assessment Conducted by:	Date:
Head of Student Experience & Wellbeing	March 2025	EDI Co-Ordinator	March 2025

10. Publication

Audience:	Published:
Staff	Staff Internet
Student	College Website

**For further information or to report an incident,
please contact Student Services at safeguarding@calderdale.ac.uk
or report using the student My Day app (incident form).**